

Project Management Plan

Wax Control in the Presence of Hydrates

October 2, 2008

Submitted by

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Project Management and Organization

Professors Deo, Magda and McLennan will be the principal investigators for the project and will manage the project for the University of Utah. Dr. Roehner will work closely with the team. Figure 1 shows the project organizational chart, and Table 1 shows the contact information. Phase 1 will be carried out with the help of one graduate student and one or two undergraduate students. A postdoctoral fellow and two graduate students will be involved in Phase 2. At the outset of the project, the team will identify a set of industry experts with the help of RPSEA and this group will be fully engaged throughout the project through monthly conference/video conference calls or meetings in Houston (twice during the project, in addition to those directed by RPSEA).

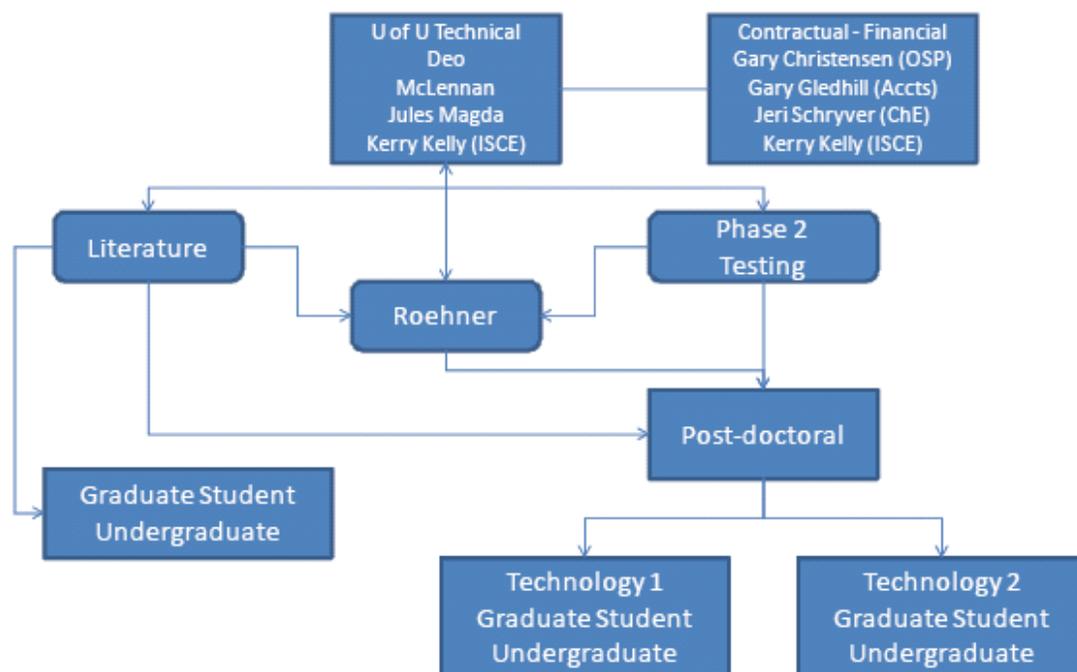


Figure 1. Project organizational chart.

Table 1. Project contact information.

Name (role)	Telephone	E-mail
Milind Deo (PI)	(801) 581 7629	Milind.deo@utah.edu
J. Magda (coPI)	(801) 581-7536	jj.magda@m.cc.utah.edu
John McLennan (coPI)	(801) 587-7925	jcmclennan@egi.utah.edu
Richard Roehner (consultant)	(360) 927-0432	roehnerconsultingservices@comcast.net
Kerry Kelly (Tech staff)	(801) 587-7601	kelly@eng.utah.edu
Gary Christensen (OSP)	(801) 587-8074	Gary.Christensen@osp.utah.edu
Gary Gledhill (Contract Accting)	(801) 581-3821	Gary.Gledhill@admin.utah.edu
Jeri Schryver (Admin manager)	(801) 581-8712	jeri@eng.utah.edu

OSP: office of sponsored projects

Ms. Jeri Schryver, the Institute for Clean & Secure Energy's administrative manager, will project assist faculty, staff and students with procurement, payroll and financially related problem

resolution. In addition, she will oversee project accounting, prepare financial summaries and projections, and prepare quarterly financial reports as required by RPSEA. Ms. Schryver will provide review of expenditures in the context of University of Utah and DOE rules and regulations.

Project Schedule and Milestones

Table 1 shows the project milestones, and Figure 2 shows the project Gantt chart. Phase 1 will be completed in six (6) months. Phase 1 report review, determination of the two technologies for further testing by interactions with RPSEA and industry representatives will be completed in three (3) months. Phase 2 will be a total of 18 months, the first part of which will be technology selection. Experimental planning and construction of the experimental matrix will be completed in 3 months **after technology selection**, and both the technologies will be tested simultaneously. The draft report will be submitted six weeks after the completion of the project and will be finalized upon incorporating industrial feedback.

Table 1. Project milestones.

Milestone	Task	Date
1	Management plan	October 2008
2	Presentation of literature review	February 2008
3	Technology selection based on feedback	May 2008
4	Technology 1 – midpoint evaluation/feedback	February 2009
5	Technology 1 – midpoint evaluation/feedback	February 2009
6	Final draft evaluation submission	October 2009



Figure 2. Project Gantt chart.

Expenditure Schedule and Reporting

Table 2 shows the planned expenditure schedule. Actual expenditures will be billed quarterly.

On a quarterly basis, the project investigators will report their accomplishments, planned work for the next quarter, and any corrective actions (if required), using the RPSEA reporting template. The investigators will also provide a project presentation quarterly to update the RPSEA Technical Advisory Committee.

Table 1. Cost plan status.

Baseline Quarterly Reporting Year 1	Q1	Q2	Q3	Q4	Cum. TTL
Baseline Cost Plan	50,233	95,233	60,794	60,794	267,055
Federal Share	48,130	48,130	58,692	58,692	213,644
Non-federal Share	50,000	0	1,309	2,103	53,411
Total Planned					
Actual Costs					
Federal Share					
Non-federal Share					
Total Incurred Costs					
Variance					
Federal Share					
Non-federal Share					
Total Variance					

Baseline Quarterly Reporting Year 2	Q1	Q2	Q3	Q4	Y1 & Y2 Cum. TTL
Baseline Cost Plan	63,723	48,723	60,250	60,250	500,000
Federal Share	40,825	40,825	52,353	52,353	400,000
Non-federal Share	22,897	7,897	7,897	7,897	100,000
Total Planned					
Actual Costs					
Federal Share					
Non-federal Share					
Total Incurred Costs					
Variance					
Federal Share					
Non-federal Share					
Total Variance					

*Minor rounding errors may cause amounts to be off by \$1 in some places.

